

Nomination No (for office use only) _____

**Enhancement-led institutional review (ELIR): Scotland
International reviewer
Nomination form
(To be completed by the nominating Scottish higher education institution)**

Nominating Scottish higher education institution

Institutional contact (in case QAA Scotland need to contact your institution regarding the nomination):

Institution _____

Contact Name _____

Telephone number _____

Email _____

International reviewer nominee

Please provide the following details for the international reviewer nominee:

Title _____

Name _____

Current employer/institution _____

Job/Post title _____

Work address _____

Work telephone _____

Work Email _____

Work Fax number _____

Please provide a brief statement on the nature of the nominee's relationship with your institution. It will be helpful if you identify any work the nominee has undertaken at your institution or in close association with staff and students of your institution and the year in which this took place. In particular, QAA Scotland is anxious to have identified any conflicts of interest that might compromise the objectivity of the nominee if this person were appointed to your institution's ELIR team. Please note you may also nominate individuals who could not, because of a conflict of interest, be appointed to your institution but who you consider, nonetheless, would make a suitable candidate to act as an international reviewer in the ELIR method.

Please provide a short statement (c 200 words) in support of this nomination. What contributions could the nominee bring to the role and to the ELIR process? (Please see Annex A, qualities required in international reviewers)

The information supplied on the nomination form will be retained on a database and may be used to brief review teams and QAA officers, and to provide information to institutions and student bodies and the Scottish Funding Council.

The nomination should be forwarded to:

Laura White
Administrator
QAA Scotland
183 St Vincent Street
Glasgow
G2 5QD
l.white@qaa.ac.uk

Institutional contact:

Signature _____ Date _____

Annex A

Appointment and training of international reviewers

Introduction

1. Reviewers are appointed by QAA on the basis of published criteria, and generally from nominations made by institutions and student bodies. All are provided with induction and training to ensure that they are familiar with the aims, objectives and procedures of the review process and with their own role within it. Reviewers are appointed on the basis that they agree to undertake, if requested, up to three reviews over a period of two years. They may continue beyond this period by mutual agreement.
2. The qualities required in reviewers are outlined below. Every attempt is made to ensure that the cohorts of reviewers reflect appropriate sectoral, geographical, gender and ethnic balances.
3. Training for reviewers is undertaken by QAA in collaboration with appropriate training providers. The purpose of the training is to ensure that all:
 - understand the aims and objectives of the review processes
 - are acquainted with the procedures involved
 - understand their own roles and tasks, the importance of team coherence, QAA's expectations of them, and the rules of conduct governing the process, and
 - have an opportunity to explore and practise the techniques of: developing a dialogue with institutional staff and students; data assimilation and analysis; the development of programmes for visits; the construction and testing of hypotheses; the forming of judgements and statements of confidence; and the preparation of reports.

Qualities required in all reviewers

4. All reviewers will be able to demonstrate the ability to:
 - understand a range of perspectives, relate to a range of individuals including students and senior managers, and lead discussions about strategic and operational approaches to the management of quality and standards in general and the enhancement of the student learning experience in particular
 - assimilate a large amount of disparate information and analyse it to form reliable, evidence-based conclusions
 - communicate clearly, orally and in writing
 - work productively and co-operatively in small teams delivering to tight deadlines
 - maintain the confidentiality of sensitive matters.

Additional qualities required in international reviewers

5. In addition to the qualities required in all reviewers, international reviewers should be able to demonstrate a number of the following attributes:
 - current or recent (within three years) wide experience of academic management, preferably relating to quality assurance and enhancement, at the institutional level outside the UK

- current or recent (within three years) experience of external review of higher education institutions outside the UK, either as a panel member or through senior involvement with a quality assurance or enhancement organisation
- peer-acknowledged expertise in the development of good practice in learning and teaching
- knowledge and experience of practice in more than one country in addition to the UK (it will be highly desirable to have international comparative knowledge and experience)
- an awareness of the distinctive features of the Scottish higher education system in general, and the enhancement-led approach in particular (ELIR training will emphasise this but some initial awareness is highly desirable).

Remuneration

6. International reviewers will be paid on a per review basis. The fee per review will be £2604 inclusive of any VAT. Travel and subsistence expenses will be reimbursed at approved rates.